

**Harrington Park Recreation Committee
Reorganization and Regular Minutes
Wednesday, January 15, 2020**

1. CALL MEETING TO ORDER

Chairman DeGruccio called the meeting to order at 8:05PM.

Chairman's Announcement

In compliance with Chapter 231, Public Law 1975, adequate notice of the scheduled meeting was made. It is posted on the bulletin board in the Municipal Center. Copies have been mailed to the BERGEN RECORD, SUBURBANITE, and THE NORTHERN VALLEY PRESS. A copy has been filed with the Borough Clerk, and copies have been mailed to individuals requesting the same.

2. ROLL CALL

COMMISSION Members	PRESENT	ABSENT
(CD) Charles DeGruccio (chairman)	X	
(LC) Lynne Cappelmann	X	
(TD) Thomas Donnelly	X	
(RH) Robert Hwang		X
(KK) Patrick (Kelly) Kramer	X	
(AP) Ashely Plescia	X	
(MS) Matthew Saland	X	

ALSO PRESENT:

(JC) Joon Chung, Council Liaison (on the phone)

(LT) Lara Toomin, Recreation Director

(CL) Carolyn Lee, Substitute for Secretary

3. ADMINISTRATION OF OATHS OF OFFICE

Lynne Cappelmann took the oath of office and was sworn in. Robert Hwang will be sworn in next meeting he attends.

4. ROLL CALL – 2020 BOARD MEMBERS

COMMISSION Members	PRESENT	ABSENT
(CD) Charles DeGruccio (chairman)	X	
(KK) Patrick (Kelly) Kramer (vice-chair)	X	
(LC) Lynne Cappelmann	X	
(TD) Thomas Donnelly	X	
(RH) Robert Hwang		X
(AP) Ashely Plescia	X	
(MS) Matthew Saland	X	

ALSO PRESENT:

(JC) Joon Chung, Council Liaison (on the phone)

(LT) Lara Toomin, Recreation Director

(CL) Carolyn Lee, Substitute for Secretary

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5. BOARD NOMINATIONS

Charles DeGruccio was nominated as Chairperson.

Vote to approve Charles DeGruccio as Chairperson:

Motion: TD Second: KK

In favor, all said "aye". None opposed.

Kelly Kramer was nominated for Vice Chairperson.

Vote to approve Kelly Kramer as Vice Chairperson:

Motion: TD Second: AP

In favor, all said "aye". None opposed.

6. ITEMS FROM THE PUBLIC

No items from the public.

7. REORGANIZATION

CD asked the members to volunteer for the areas listed. He stated the members should be familiar with other areas that Recreation is responsible for. LT handles field scheduling now. CD reviewed the process and requirements for a field request. There was discussion about field requests. LC asked if Rec softball would be required to fill out a school field request form. In the past, they were their own entity and now they are part of the municipality. LT will ask Dr. Fried and see what is most comfortable with the school. LT said the forms were filled out for indoor soccer last season. Field requests, school co-ordination and sports coordination is evolving with the new role of the Recreation Director and Rec Sports moved to the Borough.

There was discussion on Town Day regarding the date, department and commission participation, committee and funds. At this time, a Town Day committee will decide how it is organized.

Finance – CD and RH

Field Requests – MS and LT

School Coordination – LC, TD and LT

Sports Coordination – AP and LT

Town programs

- *Fishing Derby* – CD, KK and TD
- *Town Day* – TD, AP and MS
- *Ragamuffin* – KK, CD and RH

Park and Recreation Maintenance – KK, TD

Park Monitoring (each month)

- *Pondside* - CD

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- *Highland Field* – LC
- *George Street* – AP
- *School* – MS
- *Beechwood* – TD
- *Don Horsey* – LC
- *Columbus* - LC

Tennis - RH

Lightning Detectors - CD

Advertising Signs – TD

8. ADMINISTRATIVE ITEMS

a. Approval of Minutes (November 20, 2019)

Vote to approve the November 20, 2019 minutes:

Motion: AP

Second: TD

In favor, all said “aye”. None opposed.

b. 2020 Meeting Dates (2nd Wednesday of the month at 8pm)

Meeting dates were changed from the 3rd Wednesday of the month to the 2nd Wednesday of the month. The time remains the same at 8pm. The meeting dates for 2020 are as follows:

February 12

March 11

*April 16

May 13

June 10

July 8

August 12

September 9

October 14

November 11

December 9

Vote to approve the Recreation Commission meeting dates listed above:

Motion: LC

Second: TD

In favor, all said “aye”. None opposed.

9. UPDATES

a. Finance and Budget

JC provided 5 Handouts to the members to see what the finances look like at the beginning of the year. The sport program trust accounts are active. The budget will be \$10,000 again for this year.

- Recreation is charged a lot for water, but can use some of the open space account if needed. KK suggested adjusting the water timer schedule to reduce the water. KK will look into the timers or rain sensors. TD suggested an app that can control the sprinkler system. KK and TD will research the cost of installation of a timer, sensor or app for Recreation.

- JC noted that the Porto Potty is very expensive. The Pondsides and Highland Field 3 are removed and the George Street one will remain. They will be put back in April. LC will check if the Porto Potty is still at Highland.

b. Field Requests

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None.

c. School Coordination

None.

d. Sports Coordination

Indoor Soccer – LT is working with the committee to start 1st and 2nd grade soccer next year. Gym time is the main issue. Other towns use other places aside from the school. AP suggested that the gym wall could be closed and run 2 sessions. KK suggested Norwood Pre-school. LT will look at the options.

e. Town Programs

Fishing Derby – Sunday, June 21, 2020, 12:00-2:00PM (Pondside)

- KK will reach out to Lucas Bogasian who brought the goodie bags, prizes and boats

Town Day – Recommended – Saturday, September 12, 2020 12-4pm (Highland)

Ragamuffin – Saturday, October 31, 2020 at 10:00-11:30AM (Borough Hall Parking lot)

- TD suggested making a haunted wooded path and party

- Members would like new games. This could be an eagle scout project

Vote for the above events to be held on the listed days, times and location:

Motion: LC Second: KK

In favor, all said “aye”. None opposed.

f. Park & Playground Maintenance

i. Field Maintenance

KK said that everything is done until spring.

ii. Fieldhouse and Highland Hut Quotes (2 Quotes)

Step-by-Step will be using a subcontractor. The materials listed and work priced out by Step-by-Step were different than details provided by Highwood quote. Step-by-step was going to use a rubber roof. The town engineer also recommended a rubber roof as well. TD said that Highwood would provide a price for a rubber roof. JC suggested TD and MS speak to the contractors and determine which company they recommend. Step-by-step provided more details for the field house. The town engineer reviewed the quotes and said that Step-by-step provided more appropriate materials. AP added that Step-by-Step included the work required and Highwood did not (i.e. taking it down to the cinderblocks). It has been difficult reaching out to the contractors to get quotes. AP will get a recommendation this week from her husband who is a commercial roofer. Vote will be by email. JC would like to put this on the Mayor and Council agenda on Monday to move forward. It was reminded to the members to no reply to everyone in the commission as it would be considered a meeting and would require a public notice.

g. Tennis

TGA is asking for the contact for tennis. CL will email RH that he is the tennis contact.

10. PROJECTS

a. Grant Update

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The town engineer started the process of testing and measuring. Everything should be ready to go out for bid by the end of February. JC requested that the pavilion be completed before town day. There may be a special meeting to look over the pavilion project.

11. OTHER ITEMS

a. Rutgers SAFETY Training (March 4, 2020, 6:30PM)

The program is booked for March 4, 2020 at 6:30PM. LT is verifying that the registration website is correct then will send out an eblast. MS volunteered to be the point person. KK will help with the sign-in. LT will reach out to other Rec Directors about the SAFETY clinic. There were many side conversations.

b. Background checks and finger printing

JIF requires that every coach must be background checked and fingerprinted. The closest location is closed. LT and the insurance people are looking into companies that come on site. The last time this question was asked it was not a requirement. Questions were asked if the people taking the SAFETY clinic must be fingerprinted before they take the class. The class can be taken before the background check and fingerprints, but LT would like to have it done at the same time.

c. Quorum

JC confirmed with the Borough Attorney that quorum cannot be created by using social media or phone. If you like to listen to the meeting, it is possible, but the member on the phone cannot vote.

12. ADJOURN

Vote to adjourn the meeting:

Motion: LC Second: KK

In favor, all said "aye". None opposed.

Meeting adjourned at 9:20PM.

NEXT MEETING

Next regularly scheduled meeting is Feb. 12, 2020 at 8pm.